

**Central England Area Quaker Meeting
Trustees' Employment Committee**



Handbook for Employees

2017



Central England Area Quaker Meeting

Employee Handbook

Introduction

Welcome

We are pleased to welcome you as an employee of Central England Quakers. This Handbook gives you basic information about Quakers, our Area Meeting, and what you can expect as an employee. Your line manager will be able to give you more information, and you may also consult the Area Meeting website at

<http://www.centralenglandquakers.org.uk> or the website of Quakers in Britain - <http://www.quaker.org.uk/>

Who are the Quakers?

We try to live in peace, simplicity, truth and equality, finding God in ourselves and those around us. Our meetings offer a welcome opportunity for spiritual exploration, and our focus is on experience rather than written statements of belief. Our sense of community does not depend on professing identical beliefs, but comes from worshipping, sharing and working together. We meet in worship without leaders or a formal “service”. We wait for the Spirit of God (or whatever you call it) to move us to prayer, ministry, or song. There are about 20,000 Quakers in Great Britain, but many more worldwide. Find out more from <http://www.quaker.org.uk/> or <http://www.centralenglandquakers.org.uk/new-to-quakers>.

Central England Area Quaker Meeting

Central England Area Quaker Meeting covers a wide area of the West Midlands, and includes 16 Quaker Meetings, and 13 Quaker Meeting Houses. It is the largest Area Meeting in Britain Yearly Meeting (BYM), with about 900 members and attenders.

Employees include staff of three “projects” (the West Midlands Quaker Peace Education Project (Peacemakers), Northfield Ecocentre, Peace Hub), employees at Meeting Houses - cleaners, caretakers, administrators and wardens, and our Area Meeting Secretary. All staff are employed by the Area Meeting and not by their local meeting, “project”, etc., although that is where their line management will be based.

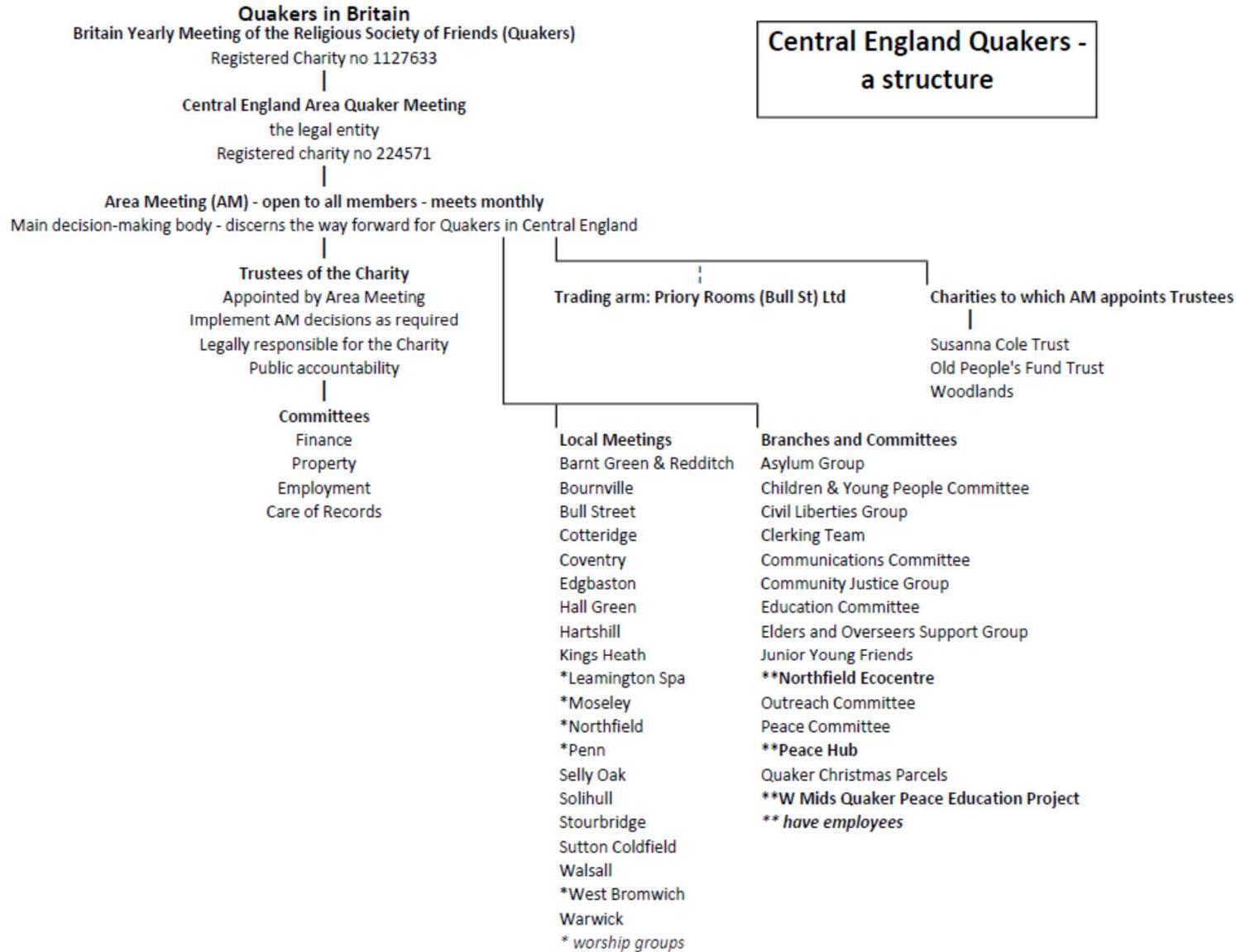
Legal Information

The Charity: Central England Area Quaker Meeting Charities, registered charity 224571

Registered address: 40 Bull Street, Birmingham, B4 6AF.

Telephone: 0121 236 2644; cegam@quaker.org.uk

Structure diagram



The Central England Area Quaker Meeting Charities, registered charity number 224571.
 The information in this handbook is for guidance only, and this is not a contractual or legal document.

Employee information: summary

The information below is in summary form: please ask your line manager for full information. All our employment policies, procedures, forms, and other useful information are available on Office 365, and your link Trustee can access them.

Wardens and staff in similar positions are encouraged to join the wardenship e-group - <http://lists.quaker.eu.org/mailman/listinfo/wardenship>

Contracts and job descriptions

You will be issued with your contract of employment (**Written Statement of Terms and Conditions of Employment**) and job description within eight weeks of commencing your employment (or new post) with CEAQM. The Contract will set out your hours of work, place of work, entitlement to holidays, sick pay, notice periods, and other conditions, which apply to your job. Your job description sets out your main duties.

If you were appointed during or after September 2016, your contract will include details of your

- Probationary period
- Hours of work, overtime and time-off-in-lieu (TOIL)
- Sick Pay and Sickness Absence procedures
- Annual leave

Contracts agreed prior to that may not include these details: please ask your line manager for full information.

Equal Opportunities

We have an equalities policy designed to offer protection from all forms of discrimination and unlawful or unfair treatment.

Induction

All new employees should have a process of induction, which will include any training initially required for the performance of the post.

Probationary Period

Please see the document "Induction and Probation for Staff", which sets out how your probationary period should be managed and assessed.

Management and supervision

Our Appraisal & Performance Management Policy sets out how your line manager should support you at work.

Disciplinary Issues

Most employees will observe acceptable standards of performance, behaviour and attendance. When there is a situation where an employee fails to comply with requirements, then our disciplinary procedure aims to give the employee the opportunity to improve performance, behaviour, and/or attendance by outlining the standards required of them and the way these can be achieved.

Problems at work

If you have a problem at work with a colleague or colleagues, or other issues you are unable to resolve, there is a Grievance Procedure available to help you resolve the matter(s).

Annual leave

Your entitlement to annual leave will be included in your contract. Entitlement is calculated pro rata for part time employees. There is a form which you and your manager may use to enable you to record annual leave, as well as time off in lieu of overtime (TOIL).

Maternity, paternity and parental leave

Central England Area Quaker Meeting (CEAQM) gives its employees the full range of statutory maternity, paternity and parental leave rights.

Flexible working

ACAS provides guidance on flexible working - <http://www.acas.org.uk/index.aspx?articleid=1616>

Expenses

Guidance and a form are available for you to claim expenses. You must have prior approval from your line manager in order to claim expenses, including for travel by public transport or your own vehicle.

Termination of employment/ period of notice

This is set out in your contract.

Redundancy

If a redundancy or redundancies are required, then we have a policy and procedure which sets out how the process should be managed in line with the law and good practice.

Health and Safety, and lone working

Our Health and Safety at Work Policy and Procedures sets out how health and safety should be managed and protected; it should have been adapted and approved in relation to the premises at which you work. It includes a risk assessment process for lone working, and a form for action planning.

Guides on safe manual handling, working at height, and using VDUs (computer screens etc.) are available from the Health and Safety Executive (HSE) - please ask your line manager for full information.

Risk Assessments for trips, events, etc.

There is a risk assessment form for use for trips and events.

Safeguarding children, young people and vulnerable adults

CEAQM's safeguarding policy and procedures sets out what to do to protect children, young people and vulnerable adults from abuse, and how to respond if there are any incidents, actual or suspected. There is a summary version on the website.

Confidentiality, Data Protection, care of property etc.

We expect all employees to respect **confidentiality**, including seeking permission from their line manager before dealing with media, and to take care of the charity's property,

including computers etc. Some information is intellectual property which must not be shared without permission. We have a Data Protection Policy – ask your manager for a copy.

Dealing with money

If your job requires you to deal with money in any form, there is a library of financial procedures and your manager should provide you with those relevant to your work.

More information

Below is a list of documents held on Office 365. The Employment Committee aims to review these every three years. If you have any comments to make on any of them, please contact the Area Office, marking your letter or email for the attention of the Clerk to the Trustees' Employment Committee.

Policies and procedures, etc.

Recruitment, Selection and Appointment of Staff

Induction and Probation for Staff

Appraisal & Performance Management Policy & Form

Disciplinary procedure

Grievance procedure

Health and Safety at Work Policy

- includes lone working risk assessment process and form

Flexible Working

Maternity, Paternity and Parental Leave

Management of sickness absence and long-term ill-health

Volunteer Policy

Equalities Policy

Redundancy

Staff Contract - terms and conditions of service

Service Occupancy Agreement

Guidance on Expenses Claims

Summary Safeguarding Document (prepared by CEQ's Safeguarding Co-ordinators)

Forms

Job description template

Person Spec template

Employment Application Form

End of Probationary Period Review Form

Expenses Claim form

Annual Leave & TOIL record sheet

Job offer template

Sickness Absence Monitoring Form

Risk Assessment form for events

Other useful documents

ACAS Guide to Handling small scale redundancies

ACAS: Equality Act 2010: guide for employers

Flexible Working (CIPD)

Guide to manual handling (Power Point presentation)

HSE Guide to Manual Handling

HSE working with VDUs

HSE information on Working at Height and Toolkit

Zero hours contracts – CIPD factsheet

Other sources

If a policy and/or procedure does not cover a specific situation we will refer to the ACAS website <http://www.acas.org.uk> or to Quakers in Britain at <http://www.quaker.org.uk/our-organisation/quaker-roles/employers-wardens#heading-1>

CEQ Employee Handbook	Prepared by Gill Coffin
Approved by Trustees' Employment Committee	13:06:2017
Version	Version 1
Review due:	As required

